

## Paraprofessional Directions School Year 2006-2007

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### Data Requirements

Public School Districts operating a Title I school wide or targeted assistance program are required to report paraprofessionals hired after Jan. 8, 2002. They are required to have:

- A. completed at least 2 years of study at an institution of higher education (48 credits);
- B. obtained an associate's (or higher) degree; or
- C. Met a rigorous standard of quality and can demonstrate through a formal state or local assessment that they have knowledge of, and ability to, assist in instructing, reading, writing, and math or instructing readiness in these areas. The ParaPro test from ETS is the official paraprofessional test for South Dakota.

Any paraprofessionals hired before Jan. 8, 2002, must come into compliance with the above provisions no later than Jan. 8, 2006.

**STEP #1:** Districts are required to access this menu, even if you have no data to report. After accessing this menu simply click the "Update" button to indicate those attendance centers for which paraprofessionals have been hired and will be reported.

The screenshot shows the "Paraprofessional Attendance Centers" menu in the DOE system. The menu is titled "32002 Pierre School District 32-2" and "2005". It includes a "Paraprofessional List" section with an "Update" button. Below this is a table of attendance centers with checkboxes for selection. The table lists the following attendance centers:

Attendance Center	Has Paraprofessionals
03-Buchanan Elem	<input type="checkbox"/>
02-Georgia Morse Middle Sch	<input checked="" type="checkbox"/>
06-Jefferson Elem	<input type="checkbox"/>
01-T F Riggs Hi Sch	<input checked="" type="checkbox"/>

At the bottom of the menu are "Cancel" and "Save" buttons. Three numbered callouts provide instructions:

- #1. **ALL** Title I districts are required to access this menu, even if you have no data to report. After accessing this menu simply click the "Update" button.
- #2. Indicate those attendance centers for which title I paraprofessionals have been hired and will be reported.
- #3. Be sure to click on "Save".

A callout on the left points to the "Paraprofessionals" menu item in the DOE sidebar.

## Adding Paraprofessionals

**STEP #1:** If the attendance center operates a targeted assistance program, report the Title I paraprofessionals. If the attendance center operates a school wide program, report ALL paraprofessionals providing instructional support. Continue with steps #1-7.

1. Click on the "add" button.

2. Enter the personal data fields

- a. **Social Security Number** - enter the paraprofessional's social security number. If the employee has a green card and does not have a social security number, call the Accreditation and Teacher Quality at 773-3553.
- b. **Select the appropriate attendance center**
- b. **Last Name**
- c. **First Name**
- d. **Middle Name**
- e. **Hire Date and Option** - paraprofessionals hired after Jan. 8, 2002 are required to have:

- 1.) completed at least 2 years of study at an institution of higher education (48 credits);
- 2.) obtained an associate's (or higher) degree; or
- 3.) met a rigorous standard of quality and can demonstrate through a formal state or local assessment that they have knowledge of, and ability to, assist in instructing, reading, writing, and math or instructing readiness in these areas. (ParaPro by ETS).

Any paraprofessionals hired before Jan. 8, 2002, must come into compliance with the above provisions no later than Jan. 8, 2006.

3. Be sure to click on "Save".

**STEP #2:** If you have more paraprofessionals to report, continue with the above steps.

## Editing or Deleting Paraprofessional Data

The paraprofessionals you encoded will populate the Paraprofessional List screen. Follow the below steps if you want to make corrections to an entry.

**STEP #1:** Editing or Deleting a Record

1. Highlight a specific row.
2. Choose the option of "Edit" to correct employee's information for the current school year or "Delete" to delete the record.
3. Modify the paraprofessional record.
4. Be sure to click on the "Save" button.

**SUGGESTION:** Follow the directions on how to run a report and print the "Report: Paraprofessionals." for each of your paraprofessional records. This information will be used by your district to complete its needs assessment for the LEA Consolidated Application. This application is generally developed during the late spring of each year. The most current information available should be used to accurately inform decisions about the use of federal funds through the Consolidated Application. The information will be used to document the set-aside amount needed to meet the requirements of section 1119 of Title I Part A.

